

## **Sixth College Student Council Standing Rules**

*Amended 1/14/10*  
*Amended 3/5/15*  
*Amended 3/3/17*  
*Amended 11/26/18*

### Article I. Duties of SCSC Members

#### Section A. Elected Members

Unless otherwise specified the following members shall be elected in the Sixth College Student Council (SCSC) general election and serve until the end of their term, week 5 Spring Quarter, unless removed from office. Elected SCSC members must attend every SCSC meeting unless excused by the President.

##### 1. President

- a. Shall serve as the official representative of the Sixth College Student Body (SCSB).
- b. Shall call and preside over all SCSC meetings.
- c. Shall hold a voting position on SCSC.
- d. Shall set and prepare the agenda and make it accessible to all members via the SCSC listserv.
- e. Shall chair the SCSC Senate meetings in accordance to Article V, Section D of the SCSC Constitution.
- f. Shall coordinate a retreat and train all members of SCSC in collaboration with Vice President Internal and the SCSC Advisor.
- g. Shall convene with the other college council chairs or presidents at the discretion of the Assistant Vice President of College Affairs of the Associated Students of UCSD (ASUCSD).
- h. Shall coordinate a transition banquet at the end of their term in collaboration with the Vice President Internal and the SCSC Advisor.
- i. Shall meet weekly with the SCSC Advisor.
- j. Shall prepare a pre-budget and annual budget in collaboration with the Vice President Finance according to Article IV, Section A of the SCSC Finance Bylaws.
- k. Shall schedule and chair bi-weekly Senate meetings, in accordance with Article V, Section D of the SCSC Constitution.
- l. Shall prepare a transition document for their successor.

##### 2. Vice President Internal

- a. Shall perform the duties and exercise the power of the President in the event of the President's absence or removal from office.
  - b. Shall hold a voting position on SCSC.
  - c. Shall coordinate a retreat and train all members of SCSC in collaboration with the President and the SCSC Advisor.
  - d. Shall coordinate a transition banquet at the end of their term in conjunction with the President and the SCSC Advisor.
  - e. Shall coordinate all external appointments and standing committee appointments in collaboration with the President and in accordance with Article V, Section B of the SCSC Constitution.
  - f. Shall chair the Appointments and Rules Committees, in accordance with Article V of the SCSC Constitution.
  - g. Shall establish a regular meeting time for Rules Committee for the term.
  - h. Shall meet at least once a quarter with the SCSC Advisor.
  - i. Shall prepare a transition document for their successor.
3. Vice President Finance
- a. Shall perform the duties and exercise the power of the President in the event of the absence or removal of office of the President and Vice President Internal.
  - b. Shall hold a voting position on SCSC.
  - c. Shall oversee the implementation of the SCSC Finance Bylaws.
  - d. Shall prepare annual and bi-quarterly budget reports, including organization allocations and the operating budget for the SCSC.
  - e. Shall maintain an account of SCSC funds that is up-to-date and accessible to all SCSC members.
  - f. Shall present a statement on all funding requests at SCSC meetings.
  - g. Shall evaluate student projects on the basis of cost.
  - h. Shall chair the Finance Committee meetings, in accordance with Article V, Section C of the SCSC Constitution.
  - i. Shall not participate in any programming committee.
  - j. Shall meet weekly with the Executive Assistant to the Dean of Student Affairs to review the financial state of the SCSC.
  - k. Shall prepare a pre-budget and annual budget in collaboration with the President according to Article V, Section C of the SCSC Finance Bylaws.
  - l. Shall establish a weekly meeting time for Finance Committee for the term.
  - m. Shall prepare a transition document for their successor.
4. Vice President Programming

- a. Shall perform the duties and exercise the power of the President in the event of the absence or removal of office of the President Vice President Internal and the Vice President Finance.
  - b. Shall hold a voting position on SCSC.
  - c. Shall be the official representative of the SCSC Programming Board.
  - d. Shall schedule and chair weekly SCSC Programming Board meetings, in accordance with Article I of the SCSC Programming Bylaws.
  - e. Shall coordinate a retreat and train members of the SCSC Programming Board
  - f. Shall meet with a designated advisor at a time specified at the beginning of the quarter by all parties.
  - g. Shall prepare a transition document for their successor.
5. Vice President External
- a. Shall perform the duties and exercise the power of the President in the event of the absence or removal of office of the President the Vice President Internal, Vice President Finance, and the Vice President Programming.
  - b. Shall hold a voting position on SCSC.
  - c. Shall develop and maintain a Sixth College Calendar of Events that shall include events and weekly meeting times for all Sixth College Organizations and campus wide events.
  - d. Shall coordinate town hall meetings as necessary to increase SCSC visibility and to inform the SCSB of all actions and activities of the SCSC and its bodies.
  - e. Shall provide for any correspondence with the SCSB and other college councils, as designated by the President.
  - f. Shall oversee and advise the SCSC external Representatives and Advocates.
  - g. Shall prepare a transition document for their successor.
6. Secretary
- a. Shall prepare minutes of all SCSC meetings and ensure that copies are accessible to all members via the SCSC listserv and the online community.
  - b. Shall hold a voting position on SCSC.
  - c. Shall ensure that current copies of the SCSC governing documents are accessible to all members via the SCSC listserv.
  - d. Shall maintain files and records of all SCSC events and positions.
  - e. Shall take attendance at every SCSC meeting and keep attendance records.
  - f. Shall prepare a transition document for their successor.

7. Second, Third, and Fourth Year Senators; Commuter, Transfer, and International and Out-of-State Senators
  - a. Eligibility to hold these positions; the senator must be a member of the constituent group they represent.
    - i. Exception: Fourth Year position may be held by a fifth year or above.
  - b. Shall represent the interests of the SCSB (especially their constituents) to the SCSC.
  - c. Shall hold a voting position on SCSC.
  - d. Shall coordinate at minimum one project to be implemented during their term
    - i. Project(s) shall directly and chiefly serve the SCSB (especially their constituents).
    - ii. Projects must be presented to SCSC during Caucus or in their report.
    - iii. Project evaluations must be presented to SCSC during Caucus or in their report after conclusion of project or before end of term, whichever comes first.
  - d. Shall regularly attend meetings of the Senate, as defined in Article V, Section D of the Constitution.
  - e. Shall serve on either Finance Committee, Rules Committee, or both.
  - f. Shall meet bi-weekly with a designated advisor at their discretion.
  - g. Special Duties
    - i. Commuter Senator
      1. Shall serve as the Sixth College representative to the All Campus Commuter Board.
    - ii. Transfer Senator
      1. Shall serve as the Sixth College representative to the All Campus Transfer Association.
    - iii. International and Out-of-State Senator
      1. Shall serve as liaison between Council, the Outreach Coordinator, Outreach Intern, and International Student Center.
      2. Shall collaborate with the International Student Center in an effort to support Sixth College international students.
  - h. Shall individually prepare a transition document for their successor.
8. Associated Students Sixth College Senators (2)
  - a. Shall attend all ASUCSD Senate meetings.
  - b. Shall regularly attend meetings of the Senate, as defined in Article V, Section D of the Constitution.

- c. Shall represent the interests of the SCSB and the SCSC to ASUCSD.
- d. Shall hold a voting position on SCSC.
- e. Shall in collaboration with the other Senator, present a written or oral report on ASUCSD Council meetings at SCSC meetings.
- f. Shall coordinate at minimum one project to be implemented during their term.
  - i. Project(s) shall directly and chiefly serve the SCSB (especially their constituents).
  - ii. Projects(s) must be presented to SCSC during Caucus or in their report.
  - iii. Project evaluations must be presented to SCSC during Caucus or in their report after conclusion of project or before end of term, whichever comes first.
- f. Shall serve on either Finance Committee, Rules Committee, or both.
- g. Shall meet (bi)weekly with a designated advisor at their discretion.
- h. Shall prepare a transition for their successor.

#### Section B. Appointed Members

Unless otherwise specified, the Appointments Committee, in accordance with Article V of the SCSC Constitution, shall appoint the following members. Appointed SCSC members shall be approved by the SCSC and must attend every SCSC meeting unless excused by the President.

- i. First Year Senator
  - a. Shall be appointed before the fifth week of Fall Quarter.
  - b. Shall represent the interests of the SCSB (especially their constituents) to the SCSC.
  - c. Shall hold a voting position on SCSC.
  - d. Shall coordinate at minimum one project to be implemented during their term.
    - i. Project(s) shall directly and chiefly serve the SCSB (especially their constituents).
    - ii. Projects must be presented to SCSC during Caucus or in their report.
    - iii. Project evaluations must be presented to SCSC during caucus or in their report after conclusion of project or before end of term, whichever comes first.
  - e. Shall regularly attend meetings of the Senate, as defined in Article V, Section D of the Constitution.

- f. Shall serve on at least one of the following committees: Finance or Rules, or both.
- g. Shall meet (bi)weekly with a designated advisor at their discretion.
- h. Shall prepare a transition document for their successor.
- ii. Culture, Art, Technology, Special Events, Festivals, ~~and~~ Spirit Director, and Marketing Director
  - a. Shall perform all responsibilities in accordance with the SCSC Programming Bylaws.
  - b. Shall hold a voting position on SCSC.
  - c. Shall prepare a transition document for their successor.
- iii. Digital Media Coordinator
  - a) Shall serve as SCSC's main point of contact for the other college councils and A.S. for promotional purposes within the SCSB of their events.
  - b) Shall be responsible for all promotional aspects of SCSC's events, programs, projects, and elections outreach that are not directly related to the SCSC Programming Board and their events.
  - c) Shall be responsible for maintaining the content for the SCSC website and keeping it updated monthly.
  - d) Shall be responsible for ensuring all documents on the SCSC webpage are up to date; this includes but is not limited to, SCSC member contacts, agendas, forms, governing documents, and minutes.
  - e) Shall post SCSC's agenda and minutes from the previous meeting every week within 48 hours of receiving it from the Secretary.
  - f) Shall promote, implement, and update the SCSC branding across its various social media platforms (Facebook, Instagram, Twitter, etc.) through captivating posts such as creative graphics and real-time photos during events as needed to market for SCSC events and initiatives.
  - g) Shall coordinate the promotion of SCSC events that are not directly related to the SCSC Programming Board and their events., and work on creative programs (e.g. Photoshop) to produce appropriately designed marketing (e.g. flyers, handbills, merchandise, social media graphics, banners, etc.) at the request of members.
  - i) Shall be able to produce original designs, logos, and artwork for SCSC's merchandise upon request.
  - j) Shall work closely with Vice President Internal to ensure that marketing efforts, both physical and digital, are effectively promoting SCSC organized events.

- l) Shall maintain a data record of SCSC's social media presence in terms of the basic insights of post reach, post views, and post workability each month. Shall report back to the Vice President Internal with logical ideas to improve these aspects.
- m) Shall communicate through a system of their own design to ensure any and all marketing needs (i.e. posters, electronic material, etc.) of SCSC members are met in a timely manner. The digital media coordinator will work with the VP Internal to implement a process for taking design requests and developing a reasonable timeline for when requests must be made, and design proofs approved.
  - i) SCSC members must submit their marketing materials' requests within at least fourteen calendar days before their event if they wish to utilize said materials.
- o) Shall meet bi-weekly with a designated advisor at their discretion at a time specified at the beginning of the quarter by both parties.
- p) Shall not hold a voting position on SCSC.
- 1) Shall prepare a transition document for their successor.

4. Historian (2)

- a) Shall create and maintain a multimedia account of all SCSC activities and events utilizing photos, video footage, written accounts, etc.  
Shall be able to attend SCSC events to take photos and/ or videos in coordination with the other Historian (only one needs to be present).
- c) Shall be available to take photos at any SCSC programs at the request of its members.
  - i. Members shall contact the Historian(s) at minimum one week in advance for booking.
- d) Shall work in collaboration with the Digital Media Coordinator and Marketing Director to ensure photos and videos are up to date on all of SCSC's media platforms and website.
- e) Shall not hold a voting position on the SCSC.
- f) Shall present a form of memorabilia for their term at transition banquet through any creative platform they choose (Scrapbook, Video Blog, etc.)
- g) Shall prepare a transition document for their successor.

4. Sixth College Judicial Board (SCJB) Chair

- a) Shall serve from appointment until the end of the academic year.
- b) Shall sit on the all-campus Community Standards Board as a Sixth College representative.
- c) Shall not hold a voting position on the SCSC.
- d) Shall chair the SCJB in accordance with the SCJB bylaws and Article III of the SCSC Constitution.

- e) Shall coordinate meeting, hearing, and training times of SCJB in consultation with the SCJB Advisor.
  - f) Shall coordinate at minimum one project to be implemented during their term that informs the Sixth College Community about student conduct, rules, and regulations in collaboration with the SCJB.
    - i. Project(s) shall directly and chiefly serve the SCSB
    - ii. Project(s) must be presented to SCSC during Caucus or in their report.
    - iii. Project evaluations must be presented to SCSC during Caucus or in their report after conclusion of project or before end of term, whichever comes first.
  - g) Shall prepare a transition document for their successor.
5. Sixth College Judicial Board (SCJB) Members (3)
- a) Shall serve from appointment until the end of the academic year.
  - b) Shall sit on the all-campus Community Standards Board as a Sixth College representative if chosen by the SCJB.
  - c) Shall not hold a voting position on the SCSC.
  - d) Review cases of resolution of student misconduct in accordance with Article VI of the SCSC Constitution.
  - e) Shall attend mandatory SCJB training.
6. Housing, Dining, and Hospitality (HDH) Representative
- a) Shall serve as the official SCSC representative to the Housing Dining Hospitality (hereafter HDH) Advisory Committee.
  - b) Shall protect the interests of the SCSB in the HDH Advisory Committee.
  - c) Shall be appointed by the SCSC appointments committee and shall serve for one term unless otherwise specified.
  - d) Shall not hold a voting position on the SCSC.
  - e) Shall give a report at the SCSC meeting directly after their HDH Advisory Committee meeting.
  - f) Shall prepare a written summary report of the term for their successor.
7. Recreation Facilities Advisory Board (RFAB) Representative
- a) Shall serve as the official SCSC representative to the Sports Facilities Advisory Board (hereafter RFAB).
  - b) Shall protect the interests of the SCSB in the RFAB.
  - c) Shall be appointed by the SCSC appointments committee and shall serve for one term unless otherwise specified.
  - d) Shall not hold a voting position on the SCSC.
  - e) Shall give a report at the SCSC meeting directly after their RFAB meeting.
  - f) Shall prepare a written summary report of the term for their successor.



8. Student Fees Advisory Committee (SFAC) Representative
  - a) Shall serve as the official SCSC representative to the Student Fee Advisory Committee (hereafter SFAC).
  - b) Shall protect the interests of the SCSB in the SFAC.
  - c) Shall serve for one term unless otherwise specified.
  - d) Shall not hold a voting position on the SCSC.
  - e) Shall give a report at the SCSC meeting directly after their SFAC meeting.
  - f) Shall prepare a written summary report of the term for their successor.
9. Student Health (WCSAB) Representative
  - a) Shall serve as the official SCSC representative to the Well-being Cluster Student Advisory Board (hereafter WCSAB).
  - b) Shall protect the interests of the SCSB in the WCSAB.
  - c) Shall be appointed by the SCSC appointments committee and shall serve for one term unless otherwise specified.
  - d) Shall not hold a voting position on the SCSC.
  - e) Shall give a report at the SCSC meeting directly after their WCSAB meeting.
  - f) Shall coordinate at minimum one project to be implemented during their term.
    - i. Project shall directly and chiefly serve the SCSB.
    - ii. Project shall promote and advocate for positive health among the SCSB.
    - iii. Project must be presented to SCSC during Caucus or in their report.
    - iv. Project evaluations must be presented to SCSC during caucus or in their report after conclusion of project or before end of term, whichever comes first.
  - f) Shall prepare a written summary report of the term for their successor.
10. Student Conduct Regulations Review Committee (SRRC) Representative
  - a) Shall serve as the official SCSC representative to the Student Conduct Regulations Review Committee (hereafter SRRC).
  - b) Shall protect the interests of the SCSB in the SRRC.
  - c) Shall be appointed by the SCSC appointments committee and shall serve for one term unless otherwise specified.
  - d) Shall not hold a voting position on the SCSC.
  - e) Shall give a report at the SCSC meeting directly after their SRRC meeting.
  - f) Shall prepare a written summary report of the term for their successor.
11. University Centers Advisory Board/Bookstore Advisory Committee (UCAB/BAC) Representative

- a) Shall serve as the official SCSC representative to the University Centers Advisory Board/Bookstore Advisory Committee (hereafter UCAB/BAC).
  - b) Shall protect the interests of the SCSB in the UCAB/BAC.
  - c) Shall be appointed by the SCSC appointments committee and shall serve for one term unless otherwise specified.
  - d) Shall not hold a voting position on the SCSC.
  - e) Shall give a report at the SCSC meeting directly after their UCAB/BAC meeting.
  - f) Shall prepare a written summary report of the term for their successor.
12. Library Student Advisory Council (LSAC) Representative
- a) Shall serve as the official SCSC representative to the Library Student Advisory Council (hereafter LSAC).
  - b) Shall protect the interests of the SCSB in the LSAC.
  - c) Shall be appointed by the SCSC appointments committee and shall serve for one term unless otherwise specified.
  - d) Shall not hold a voting position on the SCSC.
  - e) Shall give a report at the SCSC meeting directly after their LSAC meeting.
  - f) Shall prepare a written summary report of the term for their successor.
13. Basic Needs Advisory Board (BNAB) Representative
- a) Shall serve as the official SCSC representative to the Basic Needs Advisory Board (hereafter BNAB).
  - b) Shall protect the interests of the SCSB in the BNAB.
  - c) Shall be appointed by the SCSC appointments committee and shall serve for one term unless otherwise specified.
  - d) Shall not hold a voting position on the SCSC.
  - e) Shall give a report at the SCSC meeting directly after their BNAB meeting.
  - f) Shall prepare a written summary report of the term for their successor.
14. Student Transportation Advisory Committee (STAC) Representative
- a) Shall serve as the official SCSC representative to the Student Transportation Advisory Committee (hereafter STAC).
  - b) Shall protect the interests of the SCSB in the STAC.
  - c) Shall be appointed by the SCSC appointments committee and shall serve for one term unless otherwise specified.
  - d) Shall not hold a voting position on the SCSC.
  - e) Shall give a report at the SCSC meeting directly after their STAC meeting.
  - f) Shall prepare a written summary report of the term for their successor
15. Sustainability Advocate

- a) Shall be appointed by the SCSC appointments committee and shall serve for one term unless otherwise specified.
- b) Shall serve on Finance Committee.
  - i. Project shall directly and chiefly serve the SCSB.
  - ii. Project shall promote and advocate for sustainability and environmental awareness among the SCSB.
  - iii. Project must be presented to SCSC during Caucus or in their report.
- d) Shall not hold a voting position on the SCSC.
- e) Shall keep SCSC informed on pertinent issues concerning sustainability in their reports at SCSC meetings.
- f) Shall prepare a written summary report of the term for their successor.

#### 14. Diversity Advocates (2)

- a) Shall be appointed by the SCSC appointments committee and shall serve for one term unless otherwise specified.
- b) Shall coordinate at minimum one project to be implemented during their term.
  - i. Project shall directly and chiefly serve the SCSB.
  - ii. Project shall promote and advocate for awareness, education, and appreciation of diversity among the SCSB.
  - iii. Project must be presented to SCSC during Caucus or in their report.
  - iv. Project evaluations must be presented to SCSC during caucus or in their report after conclusion of project or before end of term, whichever comes first.
- c) Shall not hold a voting position on the SCSC.
- d) Shall keep SCSC informed on pertinent issues concerning diversity and social justice in their reports at SCSC meetings.
- e) Shall prepare a written summary report of the term for their successor.

### Section C. Other Members

- 1. Resident Advisor (RA) Liaison (1)
  - a) Shall serve for one term unless removed from office.
  - b) Must be a RA of the Sixth College Residential Life.
  - c) Shall serve as an official liaison between the Sixth College Residential Life and the SCSC.
  - d) Shall report on SCSC issues at RA meetings.
  - e) Shall not hold a voting position on the SCSC.
  - f) Shall prepare a transition document for their successor.

## Article II. Council Meetings

### Section A. Regular Council Meetings

1. The regular SCSC meeting time and place will be Thursdays at 5:15 p.m. in the Main Conference Room.
2. The first regular SCSC meeting shall be held during the 6<sup>th</sup> week of Spring Quarter.

### Section B. Special Council Meetings

1. Special council meetings shall be called at any time by the President or any Vice President or upon the presentation to the President a petition signed by no less than two-thirds (2/3) of the voting SCSC members.
2. It shall be the responsibility of the SCSC President to notify all council members as to the date, time, and location of the special meeting.
3. The President or the petitioners calling such a meeting must in their call, state a specific subject(s) for consideration, and only these items shall be considered during the meeting.
4. SCSC members shall be notified no less than twenty-four (24) hours prior to the special meeting.

### Section C. Closed Session Review

1. Purpose  
To review administrative records in regards to a member's attendance, in order to make a formal recommendation for removal of office.
2. Members
  - a) SCSC President
  - b) SCSC Vice President Internal
  - c) SCSC Vice President Finance
  - d) SCSC Vice President Programming or Vice President External (at the discretion of the President depending on the position of the Council member in question)
  - e) SCSC Senators (2)
3. In the case of removal, the members of the Closed Session Review shall make a formal recommendation to Council at the following SCSC meeting.

## Article III. Attendance

### Section A. Policy

1. All members shall attend all regular SCSC meetings.

- a. Council members are allowed two excused absences (excluding class conflict absences) and two unexcused absences per quarter.
  - b. More than two unexcused absences a quarter from any member of Council will result in the review for impeachment under Article VI, Section A of the Constitution.
  - c. Council members will be excused from meeting solely for the duration of their class. For example, council members who have a class from 6:30 to 7:50 will be marked absent should they miss council meeting 5:15 to 6:20
2. All members shall attend all position related meetings as appropriate and shall fulfill any additional position specific responsibilities (such as retreats) at the discretion of the President.
  3. Attendance of a Council member at regular SCSC meetings shall be moderated by the Secretary who takes roll at the beginning and end of each meeting.
  4. Council shall excuse absences at the discretion of the President. In the event that a Council member is unable to attend a Council meeting, the Council member must notify the President and the Secretary and submit a report in writing and attach a form of evidence confirming the reason for their absence no later than 24 hours before the beginning of the meeting unless extenuating circumstances preclude that possibility.
  5. Attendance is made official upon the approval of minutes in accordance with Article V, Section E.

#### Section B. Unexcused Absences

1. One unexcused absence is defined as missing the roll call at the beginning and end of a single meeting.
  - a. Missing the beginning or ending roll call of a meeting results in a ½ unexcused absence if the President and Secretary have not been notified that the member will arrive late or leave early from said meeting.
    - i. Exception: Arriving no later than 10 minutes from roll call without an excused sent to the Secretary will result in a tardy. 2 tardies will result in a ½ unexcused absence.
2. Upon the second unexcused absence in any one quarter, a Council member shall receive a written reminder of Council's attendance policy; sent by the President to the Council member. If the President is absent once in any one quarter, the Director of Administration shall send the attendance policy to the President.
3. Once a quarter the Executive Board will meet for a Closed Session Review at a date and time specified by the President.

- a. Council members with two unexcused absences will be notified by the President of the Closed Session Review date, time and location no less than five (5) academic days before the specified date.
- b. On a member's individual basis, a Closed Session Review should be held before the member reaches a third unexcused absence which will result in the review of impeachment as stated in Article III, Section A.

## Article IV. Order of Meetings

### Section A. Parliamentary Authority

1. The rules contained in the Robert's Rules of Order; the Newly Revised shall govern the council in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Council may adopt.

### Section B. Quorum

2. Quorum shall consist of simple majority, unless otherwise specified.
  - a) A simple majority shall be defined as 50 percent + 1 of voting members in office.
3. SCSC cannot run a council meeting without quorum being present.
4. All motions made without quorum are void (except a motion to adjourn or delay the Council meeting time).

### Section C. Agenda

1. Items for agenda must be twenty-four (24) hours before the Council meeting.
2. Once quorum is established and the meeting is called to order by the President. The meeting shall proceed according to the agenda as prepared by the President.
3. The agenda shall be reordered by a simple majority vote.
4. If a Council meeting adjourns and there are items on the agenda that have not been considered, those items shall be automatically placed of the next Council meeting.
5. Council shall not entertain any business that is not placed on the agenda, unless added by a two-thirds (2/3) vote.
6. Minutes of the previous council meeting shall be approved in accordance with Article III, Section E.

### Section D. Minutes

1. Minutes shall be taken by the Secretary for every meeting.

2. In the absence of the Secretary, the President shall appoint a member of council to record the minutes.

#### Section E. Approval of Minutes

1. Minutes of the previous SCSC meeting shall be approved by a simple majority vote.
2. Approval of Minutes officially certifies the accurate documentation of SCSC meetings, including attendance.
3. Amendment of approved Minutes requires a three-fourths vote of members present.
4. The Minutes shall be distributed to Council members no more than 48 hours following each SCSC meeting.

#### Section F. Public Input

1. After being recognized by the President, individuals who are not SCSC members shall address the Council.
2. Speakers are limited to five (5) minutes per topic and only four (4) individuals shall speak on one topic, unless extended by a two-thirds (2/3) vote.
3. Members of Council may ask questions during public input after being recognized by the President.
4. Public input, as a whole, shall not exceed thirty (30) minutes, unless extended by two-thirds (2/3) vote.

#### Section G. Special Presentations

1. No formal votes or motions on business items (except to extend time) shall take place during Special Presentations.
2. Speakers are limited to fifteen (15) minutes per topic, unless extended by majority vote.

#### Section H. Reports

1. Oral reports shall not exceed five (5) minutes, unless extended by a majority vote.
  - a) Members may direct comments or questions concerning oral reports after being recognized by the President to the member giving the report. This period is limited to two (2) minutes.
2. Written reports shall be submitted to the President at least twenty-four (24) hours before the Council meeting. If the member attends said meeting within three (3) hours of the Council meeting time, that member may submit their report to be

shared during the meeting. Written reports shall either be added to the agenda or shared during the meeting.

- a) Exception: In the event that a member must share a report but is unable to be present for it, they may delegate their report presentation to the President or a council member of their choice.

#### Section I. Council Caucus

1. No formal votes or motions on business items (except to extend time or to change the agenda) shall take place during Council Caucus.
2. Items for Council Caucus should be non-legislative items that do not require a formal vote or action by SCSC.
3. Placement of items shall be determined by the President.

#### Section J. New Business

1. The author of each item in New Business may address the Council on their item for a period not to exceed five (5) minutes.
2. Items in New Business shall be automatically assigned to an appropriate committee by the President, unless a three-quarters (3/4) majority vote of Council moves to discuss the item immediately.

#### Section K. Old Business

1. Items in Old Business shall be formally approved.
2. Discussion on any one item shall not exceed 20 minutes, unless extended by a two-thirds (2/3) vote, this motion is non-debatable.
3. Items submitted by committees as defined by the SCSC Constitution shall enter under Old Business and the committee recommendation will automatically be adopted unless a member objects and motions to pull from committee. There is no vote or discussion on the objection and if the motion to pull from committee fails the recommendation is adopted.
4. Items may include the appointment of members to Council boards and committees, with the exception of the committees listed under Article I, Section D of the Programming Bylaws.

#### Section L. Announcements

1. The President shall recognize, for the purpose of making an announcement, any individual present at the meeting.
2. Announcements, as a whole, shall not exceed ten (10) minutes.



### Section M. Adjournment

1. Meetings shall be adjourned by the President when there is no more business to be considered or upon a two-thirds (2/3) vote.
2. A final roll call shall be completed prior to the meeting's adjournment.

### Section N. Question Time

1. Council members will be able to ask the President to be placed on a Speaker's list and ask another council member or an advisor a question. Only the individual asked may respond. In the case of a question directed at the wider group, the President will create a Speaker's list to respond to the question.

## Article V. Order of Meetings

### Section A. Objections and Discussion

1. Discussion of one motion shall not exceed fifteen (15) minutes.
2. Any member may move to extend the discussion by five (5) minutes. Extension of discussion is non-debatable and if not by consensus, must pass immediately by a simple majority vote.
3. Any member shall be limited to five (5) minutes to talk on the issue on the table.

### Section B. Suspension of Bylaws

1. If a motion is in violation of a bylaw, that bylaw must be suspended before the motion is made, or as a part of the motion.
2. Any motion that includes a suspension of bylaws shall pass by a two-thirds (2/3) vote.

### Section C. Invalid and Failed Motions

1. Motions that violate the SCSC Constitution or the SCSC Bylaws are void and must be renewed to agree with these documents.

## Article VI. Appeals

Section A. Any member of the SCSC may appeal the decision of the President at any time without violating Standing Rules.

Section B. A motion to appeal must be seconded, is non-debatable, and once seconded immediately goes to a vote; appeals require a simple majority vote to pass.

## Article VII. Council Vacancy

#### Section A. Special Appointment

1. The President shall have the authority to make temporary appointments of Sixth College students to Council vacancies.
2. The President's temporary appointments shall last until the Council approves the Appointments Committee's recommendation in favor of a candidate for the position.
  - a. The temporary appointee shall be referred to as an "interim" member.

#### Section B. Vacancy & Resignation

1. A written notice of resignation must be delivered to SCSC by the member resigning, or by the Judicial Board Chair in the case of removal.
2. Written notice of resignation must be delivered at least ten (10) days before the date of resignation for members resigning.
3. Any vacancies in SCSC shall be filled by the Appointments Committee during the next appointment season, decided by the Vice President Internal.
  - a. In the event that the vacant position requires it to be filled effective immediately, Appointments Committee shall hold appointments no later than fourteen (14) academic days, excluding finals week, of the vacancy.
  - b. In the event Council feels there is no suitable replacement for the vacant position within that timeframe, Council shall extend the time of vacancy by a two-thirds (2/3) vote.
4. During the time in which the vacancy of the position takes place and the time the position is filled, the President may choose to appoint a member of council to act as a proxy for the position until the position is filled.
  - a. All bylaws pertaining the position being temporarily filled by the proxy shall apply in addition to their appointed position's bylaws.

#### Article VIII. Amendments

Section A. The Standing Rules may be amended in accordance with Article VII, Section B of the SCSC Constitution.